



What's New for You?

NSIPS—Blended Retirement System Service Member Self-Service Capability

WNFY NSIPS BRS Service Member — Issue 2 - April 2018

What's Changing?

New Blended Retirement System

A new Blended Retirement System (BRS) went into effect January 1, 2018. New accessions, on or after January 1, 2018, are automatically enrolled in the new BRS. Everyone currently serving in the Uniformed Services as of December 31, 2017 will be grandfathered under their current retirement system. Active Component service members with less than 12 years of service and Reserve Component service members with less than 4,320 retirement points as of December 31, 2017 will have the choice to stay with the legacy retirement system or opt into the new BRS.

New NSIPS BRS Member Self-Service Capability

The Navy Standard Integrated Personnel System (NSIPS) is being expanded to provide IT capability for service members to complete many of the required BRS lifecycle events shown in the below BRS process flow diagram. Processes designated green will be performed in NSIPS. Highlights of each event are provided in this WNFY for general awareness. Job Performance Aids (JPAs) providing step by step instructions for completing NSIPS BRS self-service actions are available in NSIPS for training and help. (See Page 3 for access instructions.)

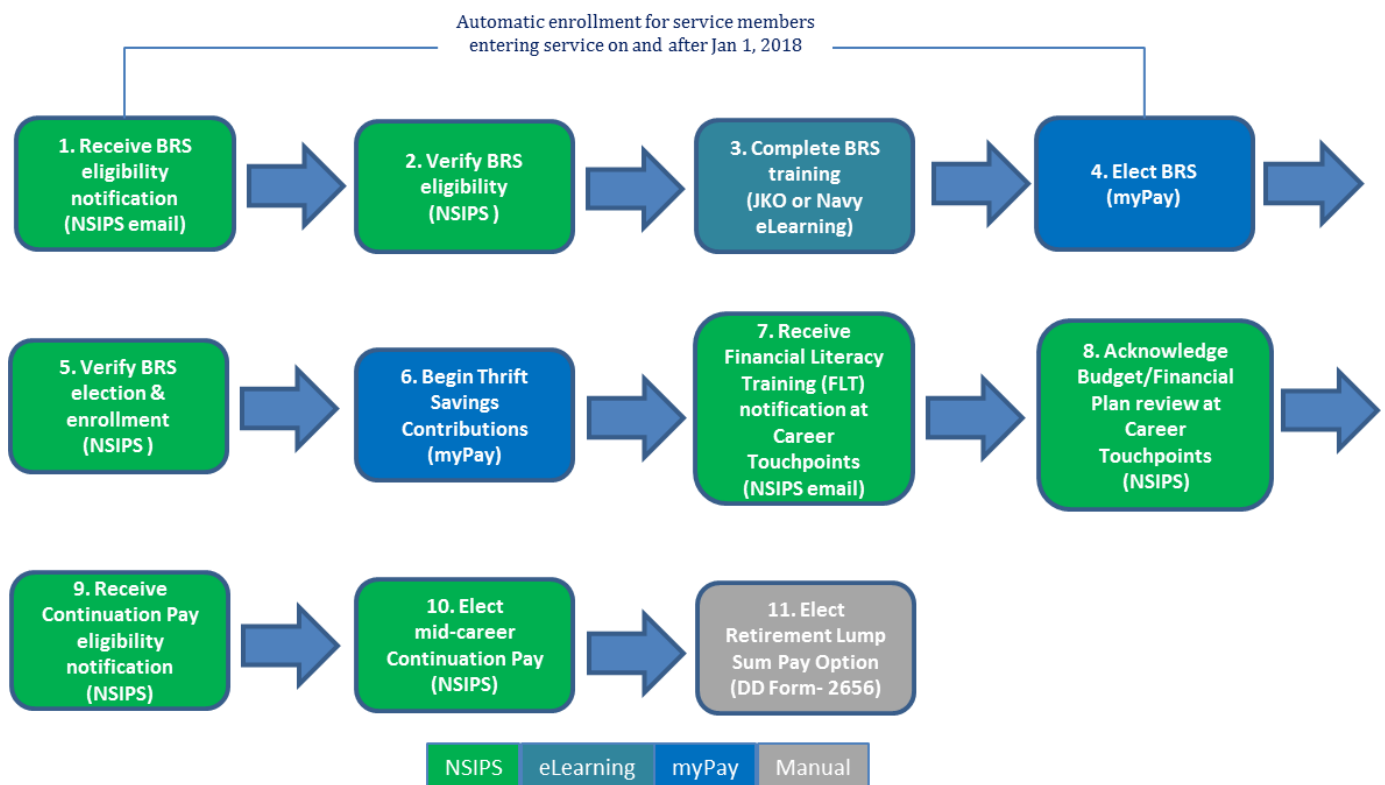


Figure 1 – BRS Lifecycle Events for Navy Service Members

What's New for You?

NSIPS BRS Member Self-Service

Capability

The following Member Self-Service actions will be performed in NSIPS throughout a service member's career:

- View Blended Retirement Status
- View/Print BRS Eligibility Notification Letter
- Acknowledge Budget/Financial Plan review at career touchpoints
- View/Print Continuation Pay Notification Letter
- Complete Continuation Pay Election

Availability

NSIPS BRS system functionality was deployed with NSIPS 1.4.11.1 Release on December 7, 2107.

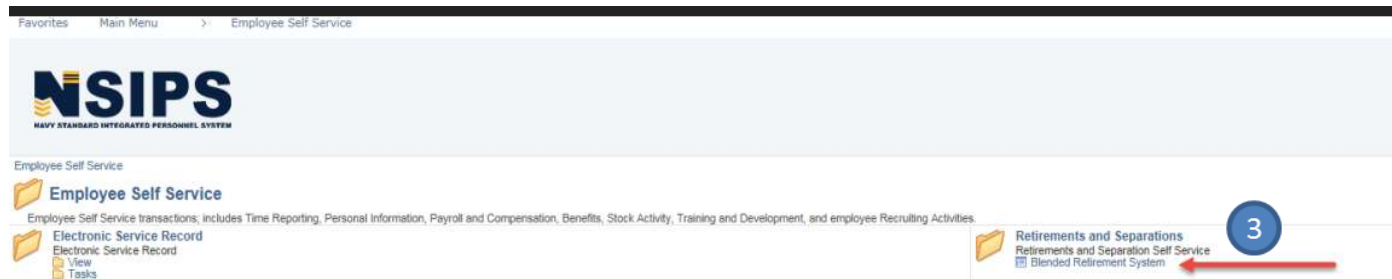
Service members now have access to the BRS module to view their BRS status, verify BRS election, elect Continuation Pay, and acknowledge review of their Budget/Financial Plan required at designated career touchpoints. Note: At various career touchpoints, (e.g. PCS orders, promotions, and major life events such as marriage) all service members are directed to review/update their personal Budget/Financial Plan. Upon completing the review, all service members, regardless of enrollment in BRS or in the legacy retirement system, must acknowledge their review/update in NSIPS BRS (Budget/Financial Review tab).

NSIPS is currently sending BRS Opt-In eligibility email notifications to service members meeting the Opt-In criteria (Active Duty service members with less than 12 years of service or Reserve service members with less than 4,320 retirement points as of December 31, 2017).

NOTE: Service members must have a valid email address in NSIPS to receive BRS Opt-In eligibility notification. If you are not receiving NSIPS emails, and believe you meet the Opt-In eligible criteria, contact your Command Career Counselor or Command Pay and Personnel Administrator.

Access

- 1 To access BRS Member Self-Service capabilities:
Login to NSIPS <https://nsipsprod.nmci.navy.mil>
- 2 Select Employee Self-Service link under the NSIPS Main menu.
- 3 Select Blended Retirement System link under the Retirement and Separations folder.



What's New for You?

Training & Help

- 1 Detailed step-by-step instructions for completing BRS self-service actions in NSIPS may be accessed via the BRS Job Performance Aid (JPA) link under the Training Section located on the NSIPS homepage.
- 2 A general overview of BRS capabilities for service members and other BRS users can be accessed via the What's New for You? (WNFY) link under User Information Section on NSIPS Homepage.


**Modernizing
the Navy means
modernizing NSIPS.**

A significant change in the look of NSIPS includes a new logo and branding strategy. This new look is representative of the streamlined, modern Personnel and Pay processes that NSIPS provides now and into the future for the Department of Navy.

[LEARN MORE](#)




Menu

 **System Access Authorization Request (SAAR)**

New Users (NSIPS, ESR, CIMS, Web Ad Hoc)
NSIPS Self-Service (New Users)
NSIPS Self-Service (Unlock)
New User SAAR Validation (Supervisor)
SAAR-N Form, OPNAV Form 5239.

 **User Information**

Report a Crime - NEW!
NSIPS Data Marking and Protection Policy 13 Apr 2012
ESR Self-Service Login Instructions
Civilian Employer Information (CEI) Login Instructions
Create ESR View Only Account Instructions
ESR Self-Service Desk Guide
Pers/Pay Modernization Newsletter
What's New for You?
Supplement to NAM User Guide

 **Training**

 **1**

E-Leave Job Performance Aids (JPA)
Pers/Pay Job Performance Aids (JPA)
Command Job Performance Aids (JPA)
STR Tracking Tool Tutorial (JPA)
BRS Tutorial (JPA)
User Productivity Kit (UPK)

Help

NSIPS Help Desk

Toll Free: 877-589-5991.

Comm: 504-697-5442.

DSN: 312-647-5442.

Email: NSIPShelpdesk@navy.mil.

What's New for You?

BRS Service Member Lifecycle Events

Step 1 - Receive BRS eligibility notification

1. Ensure email address is updated in NSIPS
2. Receive NSIPS email

NOTE: Monthly reminder emails will continue until the service member enrolls in BRS or their eligibility window expires.

"...Our records indicate you have the opportunity to make this choice because you had fewer than 12 years of service or had fewer than 4,320 retirement points as of December 31, 2017.

This new plan represents a significant change from the current military retirement as Service Members will now be eligible to receive government contributions to their Thrift Savings Plans in exchange for a reduced pension upon retirement. While you have a choice to make, it is important to note that you remain covered under your current retirement plan unless you choose to switch. You will not be automatically moved to the Blended Retirement System.

No action is required if you choose not to elect to opt-in to the Blended Retirement System.

The first opportunity to elect to enroll in the Blended Retirement System was on January 1, 2018. You will have until December 31, 2018 to make your election. However, once you enroll in the Blended Retirement System, that election is irrevocable. Before you make that decision you will need to complete online training to better inform you of the benefits under your current retirement system compared to the benefits of the Blended Retirement System. This course, the Blended Retirement System Opt-In Course (BRS-OC/J3OP-US1332) on Joint Knowledge Online, is available to Service Members. This course is located at: <https://jkodirect.jten.mil/>. The course is also available on Navy E-learning located at: <https://www.nel.navy.mil...>

3. Obtain additional BRS information on Navy Blended Retirement System Webpage at:

http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/readiness/Pages/Personal-Financial-Management.aspx

What's New for You?

Step 2 - Verify BRS eligibility

- 1 Verify BRS Status and Opt-In Eligibility in NSIPS (Blended Retirement Opt-In Tab)
- 2 View/Print BRS Eligibility Notification Letter

The screenshot shows the NSIPS (Navy Standards Integrated Personnel System) interface. The 'Blended Retirement Opt-In' tab is selected. A red box highlights the 'Blended Retirement System' section, which includes fields for BRS Status (Opt-In Eligible), 1st Day Eligible to Elect (11/07/2017), Last Day Eligible to Elect (01/02/2019), BRS Opt-In Eligibility (Eligible), BRS Opt-In Election (Not Elected), and BRS Enrollment (Not Enrolled). A blue circle highlights the 'Opt-In Eligible Notification Letter' link. A grey box lists possible statuses: Auto Enrolled, Opt-In Enrolled, On Hold, Opt-In Eligible, Not Eligible, Opt-In Pending, Erroneously Enrolled, and Opt-In Period Expired. A 'Not Eligible Eligible' status is also indicated.

From: noreply-npc@navy.mil
Subject: Blended Retirement System Member Options
Date:

You may be aware that on January 1, 2018, the Department of Defense introduced a new military retirement system known as the "Blended Retirement System". Anyone who joins the military from that date onward will be covered by the new retirement system, while anyone serving prior to that date, including you, will be grandfathered under their current retirement plan. While grandfathered, those Active Component members with fewer than 12 years of service as of December 31, 2017 and those Reserve Component members who have accrued fewer than 4,320 retirement points as of December 31, 2017, have the option of switching to the Blended Retirement System if they so choose.

Our records indicate you have the opportunity to make this choice because you had fewer than 12 years of service or had fewer than 4,320 retirement points as of December 31, 2017.

This new plan represents a significant change from the current military retirement as Service Members will now be eligible to receive government contributions to their Thrift Savings Plans in exchange for a reduced pension upon retirement. While you have a choice to make, it is important to note that you remain covered under your current retirement plan unless you choose to switch. You will not be automatically moved to the Blended Retirement System.

No action is required if you choose not to elect to opt-into the Blended Retirement System.

The first opportunity to elect to enroll in the Blended Retirement System was on January 1, 2018. You will have until December 31, 2018 to make your election. However, once you enroll in the Blended Retirement System, that election is irrevocable. Before you make that decision you will need to complete online training to better inform you of the benefits under your current retirement system compared to the benefits of the Blended Retirement System. This course, the Blended Retirement System Opt-In Course (BRS-OC/130P-US1332) on Joint Knowledge Online, is available to Service Members. This course is located at: <https://jkodirect.jten.mil/>. The course is also available on Navy E-learning located at: <https://www.nel.navy.mil>.

There are many services available to assist you and your family as you consider your options, including your Command Financial Specialist or a Personal Financial Manager at the Fleet and Family Service Center. It is important to note that this is an individual decision that you should make only after completing the mandatory training and utilizing any available financial education resources. The Blended Retirement System will not be right for everyone, so it is important to consider the specifics of your individual situation in making this choice. The Opt-In Course will assist you with understanding the factors you should consider.

For more information, please visit the DoD Blended Retirement System Webpage at:

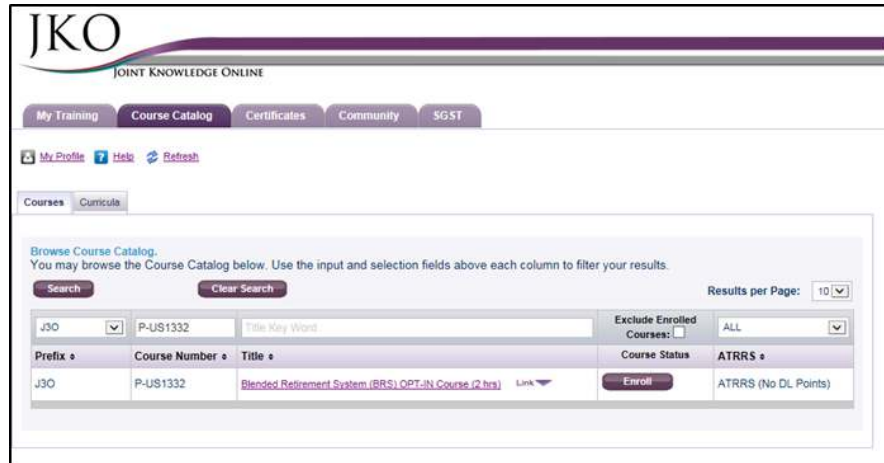
<http://militarypay.defense.gov/BlendedRetirement>.

If applicable, you may access information regarding your retirement point totals at: <https://www.bol.navy.mil/> or from a Navy Reserve Activity.

What's New for You?

Step 3 - Complete BRS training

1. Complete BRS Opt-in Course via Joint Knowledge Online (JKO) or Navy eLearning



- JKO- <https://ikodirect.iten.mil/> (Course Number: BRS-OC/J3OP-US1332)
- Navy eLearning - <https://www.nel.navy.mil> (JKDDC-BRS-OPT-IN-1.0)

Note: Once in NeL, select "Course Catalog" then search "BRS" in the title block.

2. Complete Budget/Financial Plan and determine if BRS is in your best interest

- Meet with Personal Financial Manager
- Access BRS Comparison Calculator

NOTE: A financial planning worksheet is available via the Commander, Navy Installations Command (CNIC) personal planning finances Web page at:

[http://gowifilive.com/uploads/Navy%20eFPW%202017%20\(30Dec2016\).xlsm](http://gowifilive.com/uploads/Navy%20eFPW%202017%20(30Dec2016).xlsm)

What's New for You?

Step 4 - Elect BRS

❖ **NOTE:** Members that do not want to Opt-In to BRS do not need to do anything. No action is required in myPay to remain in the current legacy retirement system.

1. Make election in myPay <https://mypay.dfas.mil/mypay.aspx>

2. After logging into myPay, members must complete a series of steps to complete the Opt-In Process.

NOTE: The decision to Opt-In to BRS is irrevocable (cannot Opt-Out of BRS once enrolled).



1. If myPay has received an eligibility indicator from the Service, the BRS Opt-In option will be available on the member's main menu.

2. Confirm BRS training complete

3. Confirm Opt-In is irrevocable

4. Update TSP info & Accept/Submit

5. Review information and select "Yes" to Opt-in.

A DFAS video of the myPay Opt-In process is available on the OSD BRS webpage:
<http://militarypay.defense.gov/BlendedRetirement/>

What's New for You?

Step 5 - Verify BRS election & enrollment

1 Verify Opt-In Election status in NSIPS (Blended Retirement Opt-in Tab)

2 Verify BRS Enrollment status

Note: After electing BRS in myPay, it is possible a service member may initially see their BRS Enrollment status in NSIPS updated to "Enrolled" while still indicating an Opt-In Election status as "Not Elected." This is due to separate DoD systems updating NSIPS at different times. The updates should be correctly aligned (Opt-In "Elected" and BRS "Enrolled") within 30 days of BRS election in myPay.

Step 6 - Begin Thrift Savings contributions

- Service members in BRS will automatically receive 1% base pay in TSP
 - For Opt-in members this will begin the next pay period after Opt-In
 - For New Accessions on or after January 1, 2018 this will begin 60 days after entering into service
- Service members will be eligible for matching funds up to an additional 4% base pay after completing 2 years of service.
- Total government TSP funding can reach 5% base pay (1% automatic + 4% matching).

TSP Vesting

	1% Automatic		Matching	
Opt-In Members Serving as of December 31, 2017	begins Immediately next pay period after opt-in	vested 2 years beginning of 25 th month of service	begins Immediately next pay period after opt-in	vested Immediately vested upon receipt
New Accessions Who Join on or after January 1, 2018	begins 60 days 60 days after entering service	vested 2 years beginning of 25 th month of service	begins 2 years beginning of 25 th month of service	vested 2 years beginning of 25 th month of service

¹...vested means it's yours to keep even after you leave the service.

What's New for You?

Step 7 - Receive Financial Literacy Training (FLT) notification at Career Touchpoints

1. Ensure email address is updated in NSIPS
2. Receive notification of required financial literacy training in NSIPS email

Per the Financial Literacy Requirements in the Fiscal Year 2016 National Defense Authorization Act (NDAA), this notification is sent to inform you that based on a current life event (touch-point):

- a. First Duty Station/Initial Drill
- b. Deployment/Mobilization
- c. Vested at Completion of 2 Years of Service
- d. Promotion
- e. Major Life Events (marriage, divorce, birth of first child, disabling sickness or condition)
- f. Entitled to Continuation Pay
- g. Change of Duty Station
- h. Retirement/Separation

Whether you are enrolled in the Blended Retirement System (BRS) or the legacy retirement system, you are required to complete the appropriate financial literacy training, and to review your budget/financial plan and acknowledge such in NSIPS (Budget/Financial Plan tab in the Blended Retirement System section). Please consult your Command Financial Specialist or a Personal Financial Manager at the Fleet and Family Support Center at your earliest opportunity to obtain the required training. The Navy Financial Literacy mobile application includes a checklist of required financial literacy training topics for each touch-point. The financial planning worksheet is available via the Commander, Navy Installations Command (CNIC) personal planning finances Web page at: [http://gowifilive.com/uploads/Navy%20eFPW%202017%20\(30Dec2016\).xism](http://gowifilive.com/uploads/Navy%20eFPW%202017%20(30Dec2016).xism).

NOTE: As mentioned in the above financial literacy notification email, financial literacy training and acknowledgement of your budget/financial plan review in NSIPS is required whether you are enrolled in the Blended Retirement System (BRS) or the legacy retirement system.



The Navy Financial Literacy mobile application includes a checklist of required financial literacy training topics for each touchpoint.

What's New for You?

Step 8 - Update Budget and Financial Plan at Career Touchpoints

- 1 Update Budget and Financial Plan at Career Touchpoints (offline activity not performed in NSIPS)
- 2 Acknowledge Budget and Financial Plan Reviewed (Budget Financial Plan Tab)
- 3 Select appropriate touchpoint in the Reviewed Based On dropdown menu
- 4 Save

The screenshot shows the NSIPS (Navy Standard Integrated Personnel System) interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Employee Self Service > Retirements and Separations > Blended Retirement System. The page title is "Blended Retirement System" with a sub-tab "Budget/Financial Plan" highlighted by a red box. The user's name is "Rectangular Ship".

Personal information fields include: Rank/Rate: EOD1, Branch/Class: 11, SPI Code, DSC: 100, Strength Code: 1, UIC: 43505, DIEMS: 07/24/2007, PEBD: 07/28/2008, ADSD: 07/28/2008, EDLN, Primary Email, and Secondary Email.

Callout 1 points to the "Budget/Financial Plan" tab. Callout 2 points to the "Reviewed Budget/Financial Plan" dropdown menu, which is set to "Yes". Callout 3 points to the "Reviewed Based On" dropdown menu, which is open and shows options: Change of Duty Station, Deployment/Mobilization, First Duty Station/Initial Drill, Major Life Event (Marriage, Divorce, Birth of First Child, Disabling Sickness or Condition), Promotion, Reenlistment, Retirement/Separation, and Vested at Completion of 2 Years of Service. Callout 4 points to the "Save" button at the bottom.

Additional text on the screen includes: "Date auto-populates when you select Yes" pointing to the "Date of Completion" field (10/24/2017), and "Select reviewed based on option" pointing to the "Reviewed Budget/Financial Plan" dropdown. A "Select Yes/No" callout points to the "Reviewed Budget/Financial Plan" dropdown.

Footer text: "If you have questions in regard to: 1) Command Financial Specialist, 2) Personal Financial Manager at http://www.cnic.navy.mil/family_readiness/fleet_and_family_support_program/personal_finances.html, 3) Counselors at Military OneSource at <http://www.militaryonesource.mil> or call at 800-342-9647, email: MilitaryOneSource.mil. Military OneSource Personal Financial Counselors may provide a virtual extension for individual education or personal counseling."

Step 9 - Receive Continuation Pay eligibility notification

1. Ensure email address is updated in NSIPS
2. Receive Continuation Pay eligibility notification letter in NSIPS email

This email is to inform you that you have been identified as eligible to receive Continuation Pay.

The Navy Standard Integrated Personnel System (NSIPS) indicates that you are enrolled in the Blended Retirement System (BRS) and are eligible for Continuation Pay (CP). Under BRS you may be eligible for CP at 12 Years of Service (YOS) based on your PEBD. CP is a one-time, mid-career incentive payment in exchange for an agreement to perform four years of additional obligated service. This one-time payment is in addition to any other career field-specific incentives or retention bonuses. Important elements in determining whether you are entitled to CP are:

- a. Your eligibility to remain in the service at the time of payment.
- b. Your agreement to serve an additional four years of obligated service.
- c. If you are a reservist, your status as a member in a paid status upon completion of 12 YOS and your recommendation for retention in the Selected Reserve.

There are three CP payment options to choose from:

- a. A single lump sum payment
- b. Two annual payments (50%, 50%)
- c. Four annual payments (25%, 25%, 25%, 25%)

CP is subject to federal and state tax.

The election to receive CP must be made in NSIPS BRS (Continuation Pay tab) and before you complete 12 YOS (based on your PEBD). Your command is standing by to assist you with your CP election. Please make an appointment with your CCC or CFC as soon as you are ready to begin the CP election process.

If you elect to receive CP in addition to any other bonus, incentive, or special pay; your agreement to remain on active duty for four additional years may run consecutive or concurrent depending on the structure of the other contract, extension, or obligation you may have incurred. If you do not complete four additional years of obligated service after receiving the CP, any unearned portion of the CP will be subject to recoupment by the U.S. government.

Your CP election is considered to be effective and irrevocable on the 12th anniversary of your active or reserve duty based on your PEBD.

To learn more about CP, the DOD has an informative website that discusses BRS and more specifically CP. The site includes an interactive retirement calculator to help you decide whether to elect CP and commit to four more years in the Navy. You are encouraged to explore the web site at: <http://militarypay.defense.gov/BlendedRetirement/> and discuss your alternatives with your family.

- ❖ **Note: The CP eligibility notification email will be sent to a member up to three times when a member is enrolled in BRS, has not made a CP Election, and the current date is equal to the service member's Pay Entry Base Date (PEBD) plus: 11 years and 6 months, and 11 years and 9 months, and 11 years and 11 months.**

What's New for You?

Step 10 - Elect Mid-career Continuation Pay

NSIPS—Service Member BRS Self-Service Capability

- 1 Verify Continuation Pay eligibility in NSIPS (Continuation Pay Tab)
 - First day to elect is 11 years 6 months after PEBD
 - Election must be made prior to entering the first day of 12th year of service.
- 2 View/Print Continuation Pay Notification Letter
- 3 Indicate CP Election (YES or NO)
- 4 If elected, select payment option
 - Single Lump Sum Payment
 - Two Annual Payments (50%)
 - Four Annual Payments (25%)
- 5 Save

Note: If a service member is unsure of the amount of Continuation Pay they will be paid at 12 YOS, it is recommended they contact their Command Career Counselor or Command Financial Specialist.

The screenshot shows the NSIPS (Navy Standard Integrated Personnel System) interface for the Blended Retirement System Continuation Pay Election. The form includes fields for Name, Rank/Rate, Branch/Class, SPI Code, DSC, Strength Code, UIC, DEMS, PEBD, ADSD, EDLN, Primary Email, and Secondary Email. The main section is titled "Blended Retirement System Continuation Pay Election" and contains a disclaimer. Below the disclaimer, there are two radio buttons for election: "Yes, I elect Continuation Pay and agree to serve for an additional four years of obligated service from my date of eligibility" (callout 3) and "No, I do not elect Continuation Pay". A "Continuation Pay Notification Letter" link is also present (callout 2). Below the election options, there is a "Select CP Payment Option" section with three radio buttons: "Single Lump Sum Payment", "Two Annual Payments (50%)", and "Four Annual Payments (25%)" (callout 4). At the bottom, there is a "Save" button (callout 5). The form also includes a "1st Day Eligible to Elect" and "Last Day Eligible to Elect" date range.

Continuation Pay election obligates the service member to four additional years of service.

What's New for You?

Step 11 - Elect Retirement Payment option

1. Select retirement pay option by completing DD Form-2656

- First day to elect is 1 year before approved retirement date
- Last day to elect is 90 days before approved retirement date

Options

- Full Monthly Retirement Pay (default)
- Lump Sum Payment (50/50)*
- Lump Sum Payment (25/75)*

*Disbursement options for lump sum portion:

- Single Lump Sum Payment
- Two Annual Payments (50%)
- Four Annual Payments (25%)

DATA FOR PAYMENT OF RETIRED PERSONNEL			
OMB No. 0704-0082 GSA approval expires: July 31, 2018			
The public reporting burden for this collection of information, 0704-0082, is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Project Director (0704-0082), Washington, DC 20503.			
AUTHORITY: 10 U.S.C. 71, Computation of Retired Pay; 10 U.S.C. 73, Annuities Based On Retired Or Retainer Pay; DoD Instruction 1332.42, Survivor Annuity Program Administration; and DoD Financial Management Regulation, 7000.14-R, Volume 7B, Chapter 42.			
PRINCIPAL PURPOSE(S): To collect information needed to establish a retiree's retirement pay account, including designation of beneficiaries for unpaid retired pay, rate of pay withholding election, information on dependents, and to establish a Survivor Benefit Plan election.			
ROUTINE USE(S): To the Department of Veterans Affairs (DVA) regarding establishments, changes and discontinuing of DVA compensation to retirees and annuitants. To former spouses for purposes of providing information, consistent with the requirements of 10 U.S.C. 1450(c)(3), regarding Survivor Benefit Plan coverage. To spouses for purposes of providing information, consistent with the requirements of 10 U.S.C. 1449(a), regarding Survivor Benefit Plan coverage. Additional routine uses are available in the applicable system of records notice T7347b, Defense Military Retiree and Annuity Pay System Records, available at: http://infodirect.defense.gov/Privacy/DOH/Inches/DOH-wide/SCON-Archive/ViewArticle.aspx?id=570166/5747b			
DISCLOSURE: Voluntary; however, failure to provide requested information will result in delays in initiating retiree/retainer pay.			
WARNING Read the instructions at the end of this form in their entirety prior to completing.			
PART I - RETIRED PAY INFORMATION			
SECTION I - PAY IDENTIFICATION			
1. NAME (Last, First, Middle Initial)	2. SSN	3. DATE OF BIRTH (YYYYMMDD)	4. RETIREMENT / TRANSFER DATE (YYYYMMDD)
5. RANK / PAYGRADE		6. BRANCH OF SERVICE <input type="checkbox"/> a. AIR FORCE <input type="checkbox"/> b. ARMY <input type="checkbox"/> c. NAVY <input type="checkbox"/> d. MARINE CORPS	
7. MEMBER OR FORMER MEMBER OF THE <input type="checkbox"/> a. ACTIVE COMPONENT <input type="checkbox"/> b. RESERVE COMPONENT (All members of the Reserves and National Guard including Active Guard Reserve and Full-Time Support)		8. PARTICIPANT IN THE FOLLOWING RETIREMENT PLAN (See instructions, check only one) <input type="checkbox"/> a. FINAL PAY (only those members who joined the service prior to September 8, 1980) <input type="checkbox"/> b. HIGH-3 (also known as the "High 36") <input type="checkbox"/> c. CSRR/REDUX (only members who elected the Career Status Bonus upon completion of 15 years of service) <input type="checkbox"/> d. BLENDED RETIREMENT SYSTEM (BRS)	
9. CORRESPONDENCE ADDRESS (Ensure DFAS - Cleveland Center is advised whenever your correspondence address changes.)			
a. STREET (Include apartment number)	b. CITY	c. STATE	d. ZIP CODE
e. TELEPHONE (incl. area code)	f. EMAIL ADDRESS	g. PREFERRED CONTACT METHOD (check one) <input type="checkbox"/> TELEPHONE <input type="checkbox"/> EMAIL	
SECTION II - DIRECT DEPOSIT / ELECTRONIC FUND TRANSFER (DDIETT) INFORMATION (See instructions)			
<input type="checkbox"/> ACTIVE DUTY ONLY: Check here if you want to continue using financial information currently on file, otherwise fill out items 10 through 13.			
10. ACCOUNT TYPE (check one) <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	11. ROUTING NUMBER (See instructions)	12. ACCOUNT NUMBER (See instructions)	
13. FINANCIAL INSTITUTION			
a. NAME	b. STREET (Include apartment number)	c. CITY	d. STATE
e. ZIP CODE			
SECTION III - SEPARATION PAYMENT INFORMATION			
14. a. PAYMENT TYPE RECEIVED (check one) <input type="checkbox"/> NONE <input type="checkbox"/> SEVERANCE PAY (SE) <input type="checkbox"/> READJUSTMENT PAY (RP) <input type="checkbox"/> SEPARATION PAY (SP) <input type="checkbox"/> VOLUNTARY SEPARATION INCENTIVE (VSI) <input type="checkbox"/> SPECIAL SEPARATION BONUS (SSB)			
b. GROSS AMOUNT			
NOTE: If any payment type was selected, attach a COPY OF THE ORDERS which authorized the payment and a COPY OF THE DD FORM 214.			
List of Attachments			
Add Attachment View Selected Attachment Remove Selected Attachment			

Prepared by: PMW 240 Enterprise Change Management (ECM) Team.

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